
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
8206	LSO Participant List Report (Historical)	Effective Date: 09/02/2016
		Version: 1

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Magic Portal Logon Information

The website address used to access MAGIC is: <https://portal.magic.ms.gov/>

If you have problems with your password, call the MMRS Call Center at 601-359-1343.
Select Option 1 (Security) Sub-option 1 (MAGIC).



MAGIC is the Mississippi Accountability System for Government Information and Collaboration.

If you need access or additional information please go to the <http://www.mmrs.state.ms.us> website.

Having password problems? Please click on this [link](#) for help...

User *

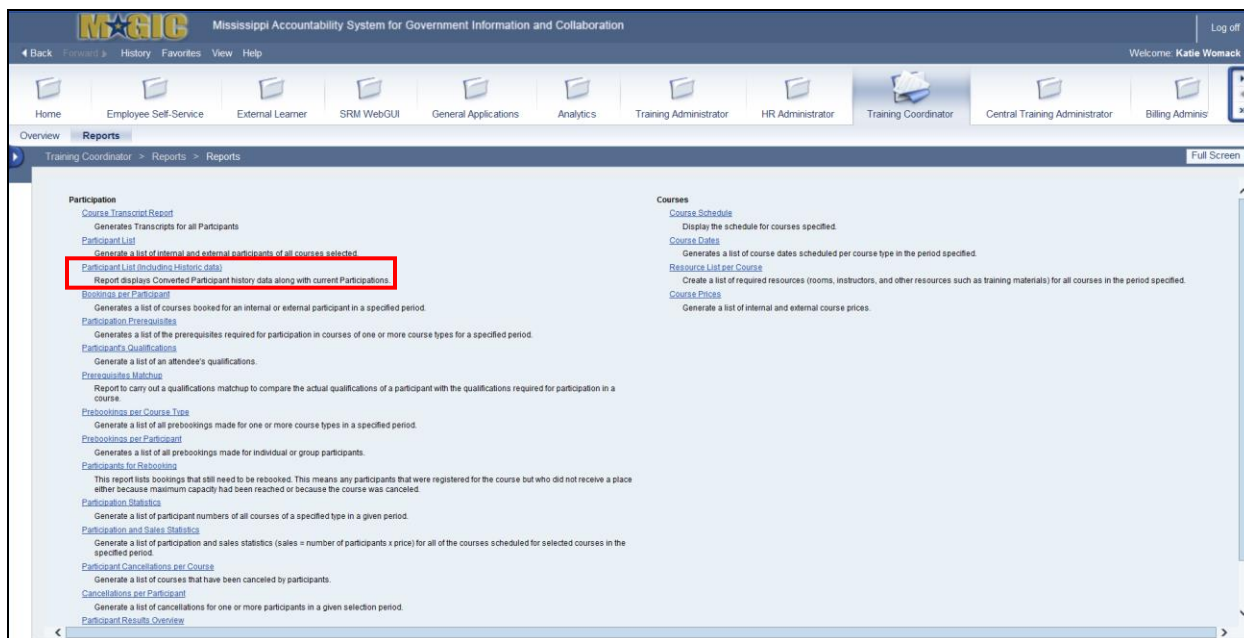
Password *

Once you log into MAGIC the following screen will appear.

Participant List (Including Historic Data)

Your Action...	System Response...
1. Select the Training Coordinator Tab.	The Work Overview screen will appear.

Your Action...	System Response...
2. Select the Reports Tab.	A list of reports will appear.



Your Action...	System Response...
3. Select Participant List (Including Historic data) .	The LSO Participant List Report screen will appear.

Your Action...	System Response...
4. Search by populating the desired data. Search options are by course, date, agency (business area), and participant. Any combination of these options will refine the search further.	If needed, ranges can be entered by populating the "To" boxes to the right of the options. If a range is chosen, a pop-up box will appear for your entry.

Your Action...	System Response...
5. Select an arrow if you choose to enter multiples of the search option.	If an arrow is selected, you will have a pop-up box in which to enter your selections.
6. Select Search .	The "Participant List" will be populated, and you will have the option of printing or exporting to Excel.

Note: If you are doing a series of searches, the system remembers what you have already entered and will respond with a list of everything in all of your searches. To prevent that from happening, you may press the CLEAR button to clear all information; and then you may enter your new search option.